

How to Register Using Schedule Planner

Registration for Academic Advisement Students



Have you been advised?

Schedule an advisement appointment with your advisor for Next Term Advisement. During the advisement meeting, your advisor will enter your course options into your JagTrax account, allowing you to register using Schedule Planner. Classes will not be entered for students who do not attend a meeting.

Step 1: Creating a Schedule

Log into Schedule Planner

- Log into **POUNCE**
- Click the following: **STUDENT, REGISTRATION,** and **SCHEDULE PLANNER**

Adjust Course Settings

Select the following settings at the top of the home page:

- **TERM:** Summer or Fall 2023
- **COURSE STATUS:** Open and Full with Waitlist Open
- **CAMPUSES:** All Campuses (for best results)
- **PARTS OF TERM:** All Parts of Term

Add Courses

To view the courses you discussed with your advisor:

- Click **ADD COURSES**
- Select all the courses you want to take
- Click **ADD**
- Click **BACK**

Select Desired Course Sections

- Click the **OPTIONS** icon next to each course
- Select your preferred sections (times, days, locations, and professors)
**For best results, compare the Schedule Planner sections to those in the [Schedule of Classes](#), as the latter updates in real time and shows course restrictions. Make sure to review all pages of course selections. Select 3-4 sections per course (if applicable).*
- Click **SAVE AND CONTINUE**
- Repeat for each course

Add a Break (optional)

- Click **ADD BREAK**
- Enter the days and times for your break (i.e., work, meals, reoccurring appointments, etc.)
- Click **SAVE AND CONTINUE**

Generate a Schedule

- Click **GENERATE SCHEDULES**
- Hover over the magnifying glass icon next to each schedule option to view the schedule at a glance
- Click **VIEW** next to a schedule for a more in-depth picture of the schedule

** **Schedule Planner does not account for commute time between campuses and will not prevent you from registering for classes on different campuses. You risk being dropped from a class if you are unable to arrive on time. Allow at least 50 minutes of travel time between campuses.***

Save Your Schedule

- Scroll up and click **SEND TO SHOPPING CART** after viewing your preferred schedule

** **Sending classes to the Shopping Cart does NOT reserve your place in or register you for the classes. You must complete registration in POUNCE on your registration day.***

- Click **SAVE**

Clear Holds

(To be done before registration opens)

- Log into POUNCE.
- Click the following: **STUDENT, REGISTRATION, and REGISTRATION STATUS**
- If you have holds, contact the office/department that placed the hold for details. **NOTE: The Academic Advisement Advisee hold requires no action on your part.**

Step 2: Registering for Your Created Schedule

Register for Classes

- Log into **POUNCE**
- Click the following: **STUDENT, REGISTRATION, SCHEDULE PLANNER REGISTRATION CART, and REGISTER**
- Web Registered will show next to each class you were enrolled in.

Wait List for Classes

If a class is full, a registration add error will display at the bottom of the page. If you choose, you can wait list for the class.

- Click the dropdown Action Menu next to the closed class

- Select **WAIT LIST**
- Click **SUBMIT CHANGES** at the bottom of the page

Receiving Error Messages

If you receive a registration add error:

- **Pre-Requisite/Test Score Error:** You do not possess the appropriate resource to register for a course. Contact your advisor.
- **Mutual Exclusion Error:** If you are trying to register for BIOL 1107, for example, but previously took BIOL 1101, you will receive this error. Contact your advisor. Permission is required.
- **Closed:** The course does not have an open wait list. You will need to choose a different section of the course.

Step 3: Making Schedule Adjustments

Dropping a Registered Course

- Log into **POUNCE**
- Click **STUDENT**
- Click **REGISTRATION**
- Click **SELECT TERM**
- Click **REGISTRATION, ADD OR DROP CLASSES**
- Click the dropdown Action Menu next to the class you want to drop
- Select **WEB DROP/DELETE**
- Click **SUBMIT CHANGES**

Changing to a Different Course Section

- Log into **SCHEDULE PLANNER**
- Verify the term on the top right of the page and click **CHANGE** if incorrect
- Under **COURSES**, click the **OPTIONS** icon next to the course you want to change and select your desired section
- Deselect all other options previously checked
- Click **SAVE AND CONTINUE**

On the home page, make these selections:

- Under **COURSES:** Select **ONLY** the course(s) you want to add to your schedule and deselect all other courses
- Under **CURRENT SCHEDULE:** Leave choices selected
- Under **SHOPPING CART:** Deselect all courses (this does not drop you from any of your current classes)
- Click **GENERATE SCHEDULES**
- Click **VIEW** next to your preferred schedule
- Scroll up and click **SEND TO SHOPPING CART**
- Click **REGISTER**

Adding a New Course

Only an academic advisor can add new courses to your planner. Contact your advisor for additions.

- Log into **SCHEDULE PLANNER** (see Step 1)
- Verify the term on the top right of the page and **CHANGE** if incorrect
- Click **ADD COURSE** in the Courses section
- Select the new course
- Click **ADD**
- Click **BACK**

On the home page, make these selections:

- Under **COURSES**: Select **ONLY** the course(s) you want to add to your schedule and deselect all other courses
- Under **CURRENT SCHEDULE**: Leave choices selected
- Under **SHOPPING CART**: Deselect all courses (this does not drop you from any of your current classes)
- Click **GENERATE SCHEDULES**
- Click **VIEW** next to your preferred schedule
- Scroll up and click **SEND TO SHOPPING CART**
- Click **REGISTER**

Registering for a Wait Listed Course

As you wait for notification of an open seat in your wait listed class, clear any holds and ensure you have met any prerequisites and secured any permissions for the class. Check your AU email regularly for notification that a seat has opened for you. **You will have 24 hours from the time the email was sent to register for the class. You will be dropped from the waitlist after 24 hours.** *Note: The email may be sent over the weekend.*

To register for the class:

- Log into **POUNCE**
- Click **STUDENT, REGISTRATION, and REGISTRATION, ADD OR DROP CLASSES**
- Click the dropdown Action Menu next to the waitlisted class
- Select **WEB REGISTER**
- Click **SUBMIT CHANGES**

Viewing/Confirming Your Schedule

- Log into **POUNCE**
- Click **STUDENT, REGISTRATION, WEEK AT A GLANCE** or **STUDENT DETAIL SCHEDULE**.

Change the date to a time within the semester. Waitlisted classes will show Waitlisted and your number on the list.